GCE ICT
Data Processing Assignment

User Guide
Database

Background & Aims and Objectives

Elegant Attire is a small local family business set in Northern Ireland.

The company specialise in formal Hire for both men and women. Their customer base is largely focused on A Level students and they cater for all the needs for the Christmas or end of year affairs. Elegant Attire is very aware that this is an extremely important occasion and aspires to ensure full satisfaction of their customers.

They have always used a paper based system but as their company is expanding they have found it necessary to introduce ICT to help them with their orders and invoicing.

There has been, on a few occasions that stock has not been returned on time to have it washed and ready for another big formal. They are hoping that this new system can create easily reminders to send to those A- level students who may forget the return date of what they hired.

Hardware and Software Requirements

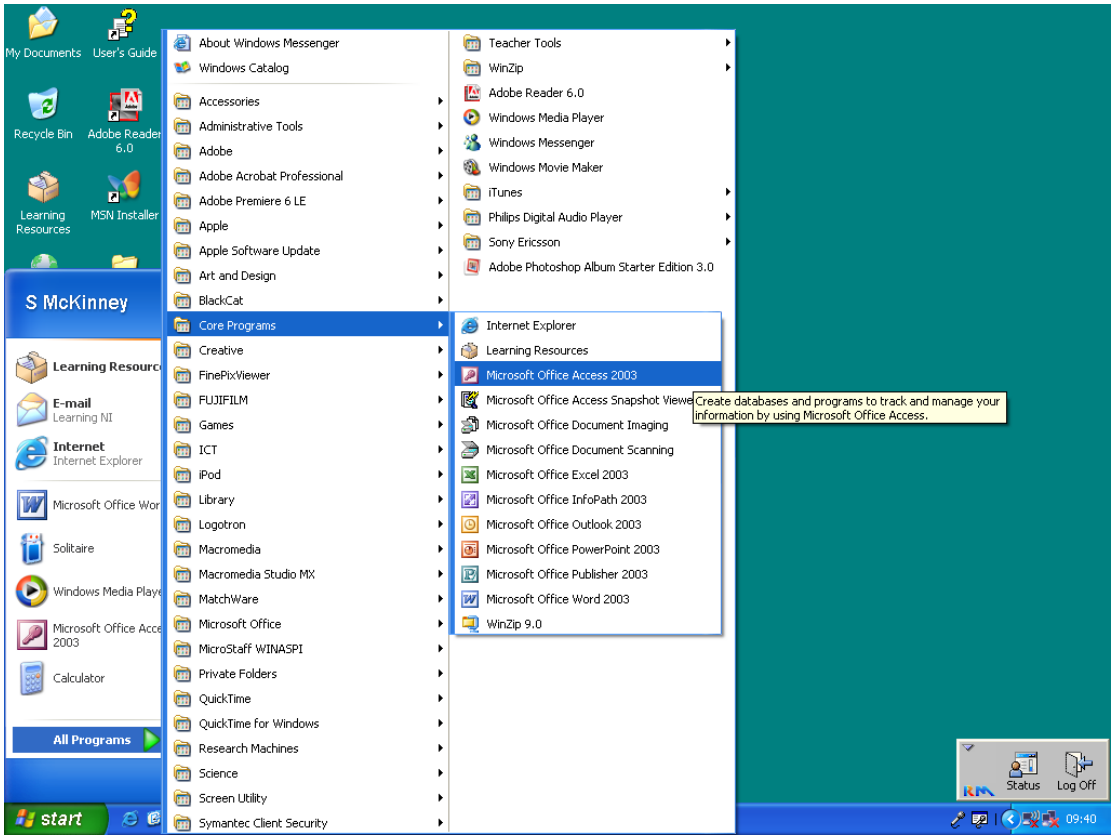
Hardware

Hardware Item	Specification
Processor	1.8GHz, 800MHz, 1MB cache
Hard Disk 20GB	20GB
RAM	1024MB
Graphics Card	128MB
Monitor	1024 * 768 resolution
CD Drive	
Standard Qwerty keyboard	
Mouse	

Software

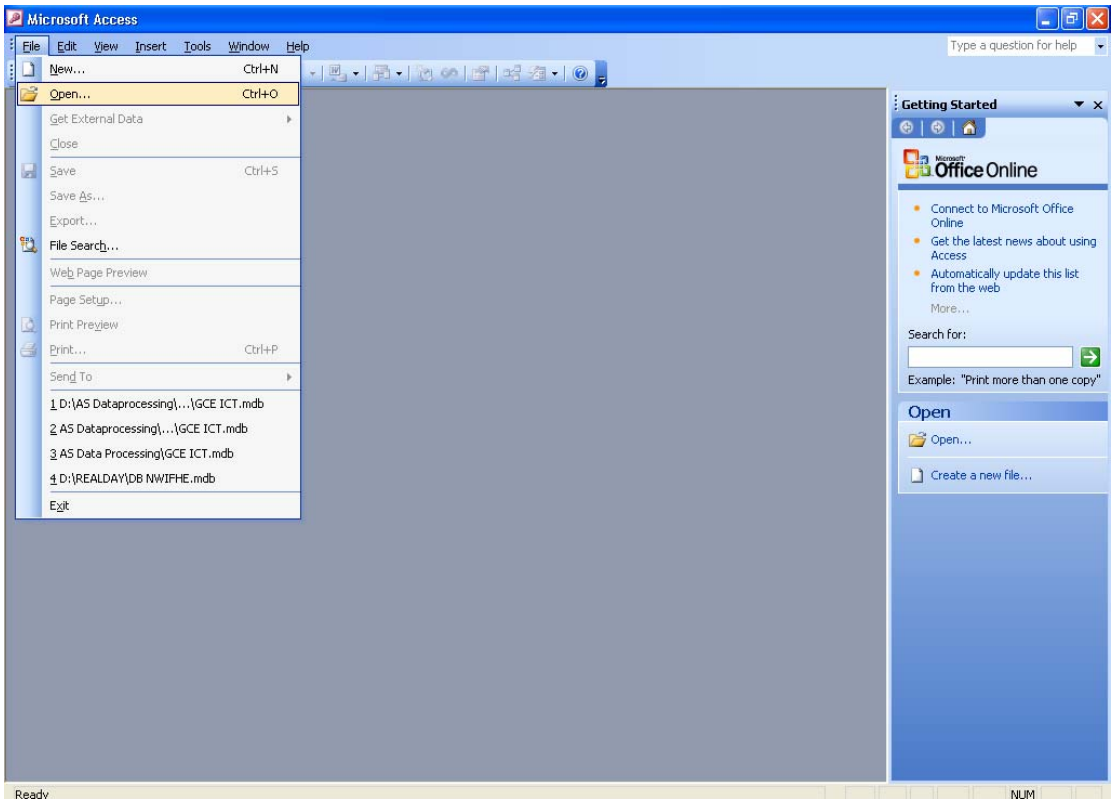
Software Item	Specification
Windows	Vista, professional, Home
Microsoft Access	2003 or later

Opening the Database

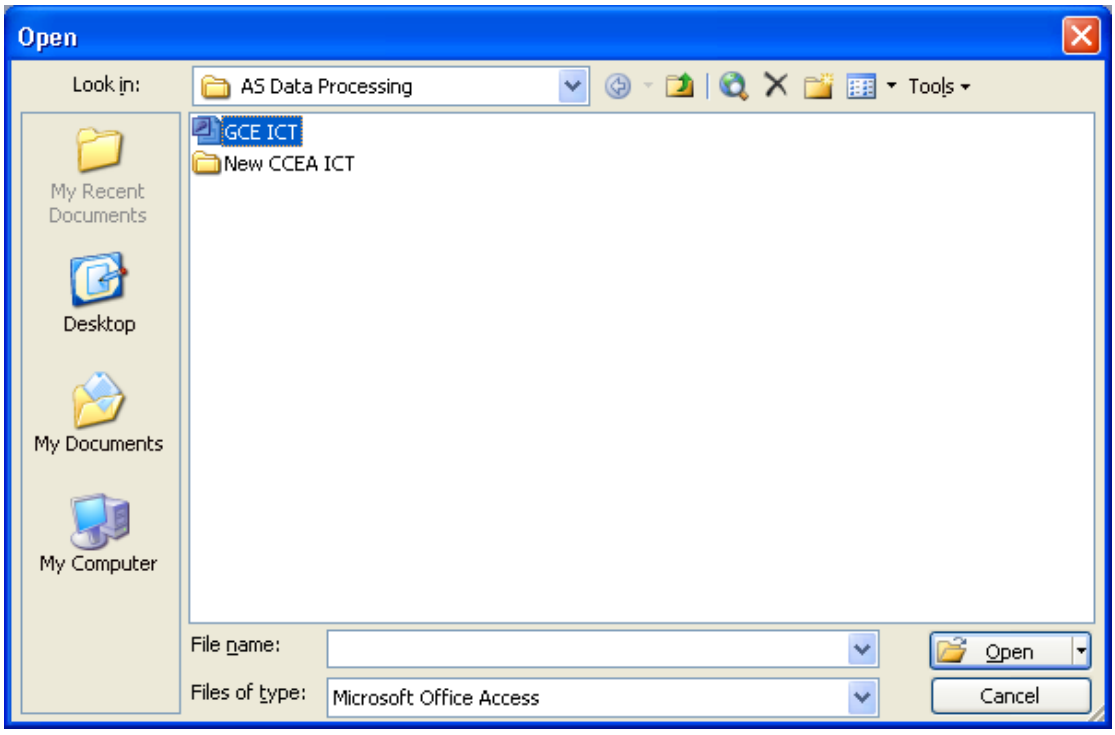


From the desktop load Microsoft Office Access.

In this case it is found under the start menu – Core Programs - Microsoft Office Access.



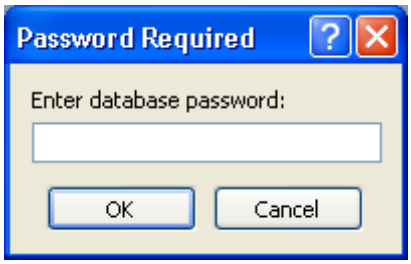
Select from the Main Menu **File** and then scroll down to select **Open**



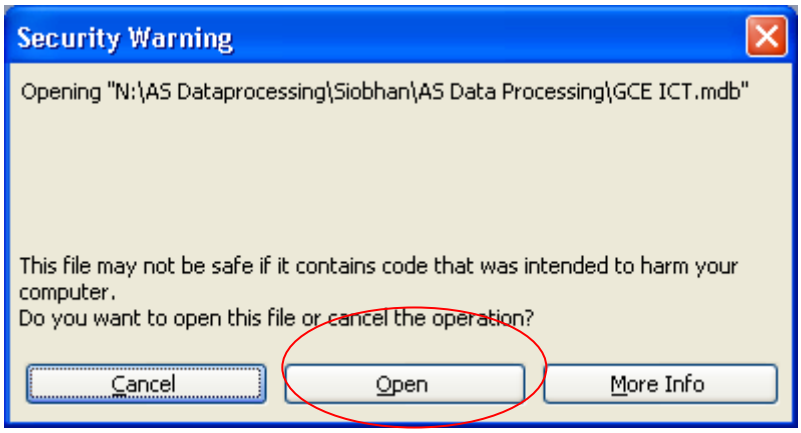
Choose the Location where the file is stored. The database is called **GCE ICT**.

Enter the Password
The following dialogue box will appear

The password is: **password**



Enabling all the functions within the database


Security Warning
Opening "N:\AS Dataprocessing\Siobhan\AS Data Processing\GCE ICT.mdb"
This file may not be safe if it contains code that was intended to harm your computer.
Do you want to open this file or cancel the operation?
Cancel
Open
More Info

A dialogue box will appear then and you will be required to click **Open**

Main Switchboard/Menu

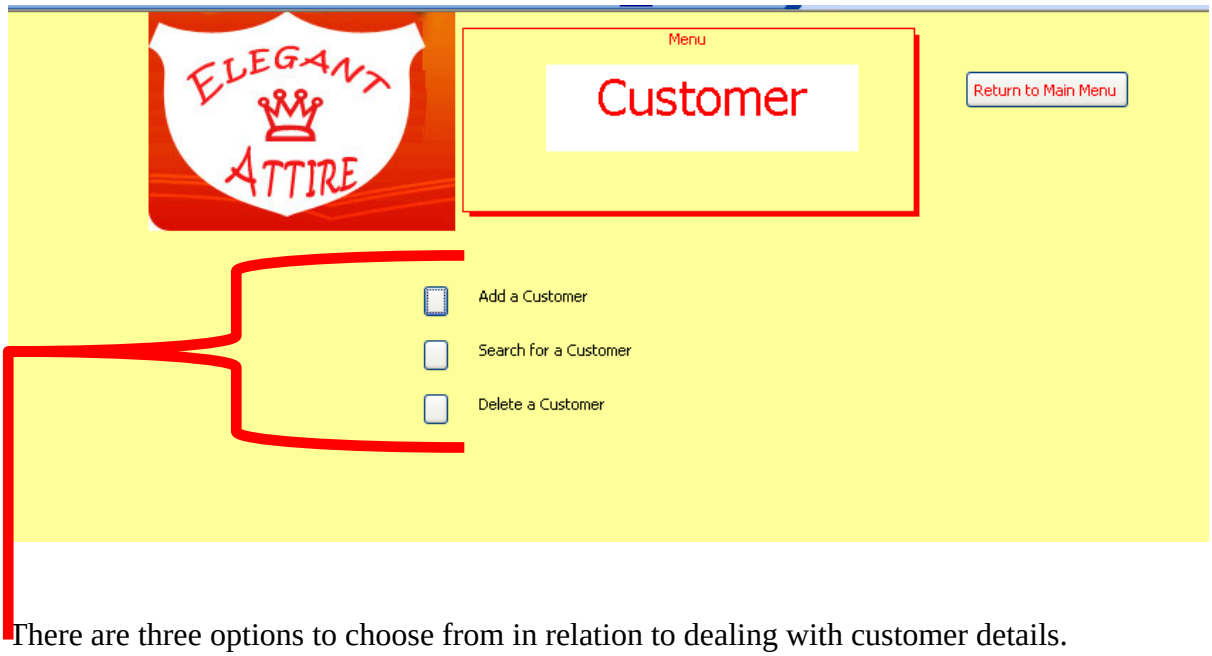
This is the Main Menu Switchboard. You can choose various options from here.

All other forms are linked to this point to avoid disorientation.

Customer, Employee and Stock have further submenus.

Customer Menu

After selection of the Customer Option from the Main Menu switchboard, you will be directed to the customer sub menu where you choose options specific to dealing with a customer.



There are three options to choose from in relation to dealing with customer details.

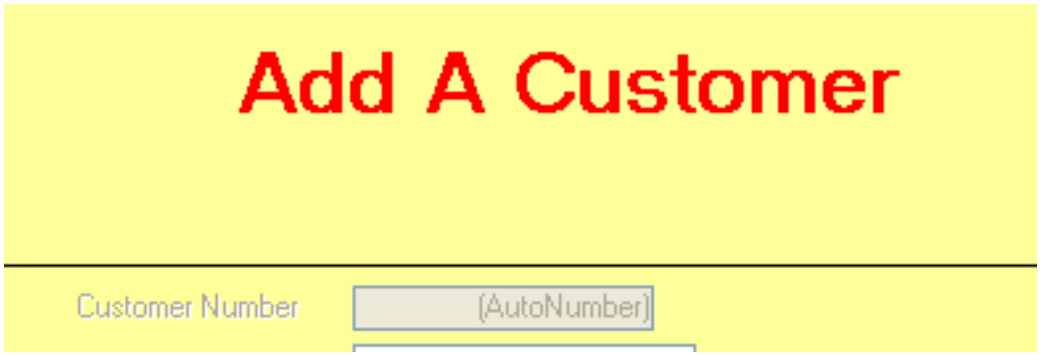
Add Customer: This is an ideal method of adding new customers' details to be stored and can be used later to make an order.

Search for a Customer: Also it is possible to search for customer details if you require contacting them by phone or checking their address.

Delete a Customer: Likewise if a customer informs the company that they no longer want to be a customer it is recommended that they their details are removed from the system.

Add a Customer

Upon selection of the option Add a Customer from the Customer sub menu you are brought to the Add a Customer data entry form.



Take note that you are not required to enter a customer number, this option is disenabled. The system will calculate the customer number.

Filling in the details on the Add a Customer data entry form.

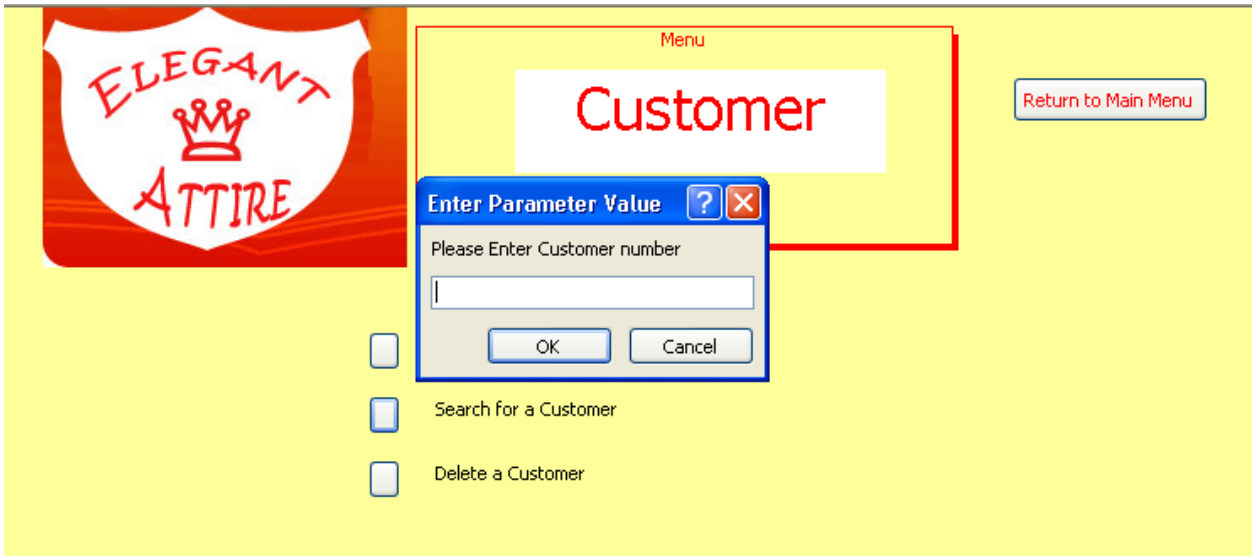
Field	Data Accepted
Forename	You can add text to this field. Any name is acceptable up to a length of 15 characters. E.g. Mary
Surname	You can add text to this field. Any name is acceptable up to a length of 15 characters. E.g. Boyle
House Number	You can add a number to this field. Any number is acceptable up to a length of 15 characters. E.g. 12
Street	You can add text to this field. Any name is acceptable up to a length of 15 characters. E.g. High Street
Area	You can add text to this field. Any name is acceptable up to a length of 15 characters. E.g. Belfast
Postcode	You must enter a postcode into this field. E.g. BT78 0LL
Contact Number	You can add a number to this field. Any number is acceptable up to a length of 8 digits. E.g. 91235478
Gender	This is a list box and you have two options to select from. Male and Female

Adding the record

After you select the final field Gender the **Add Customer** button will appear and you can click on this and all the details will be added to the database system. You have the option to add another customer.

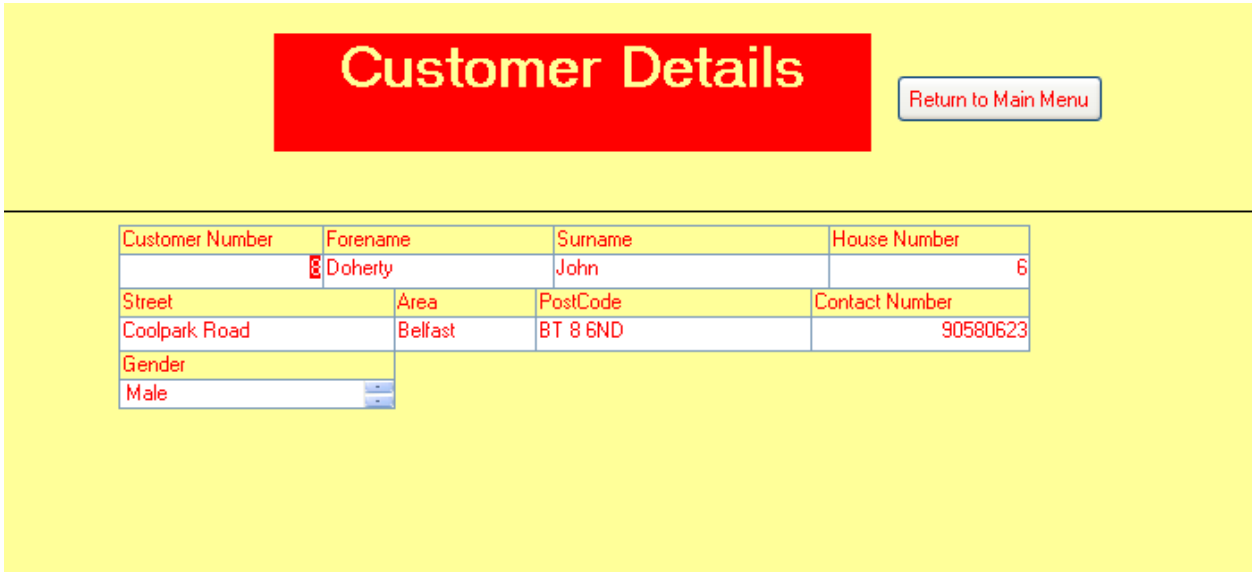
If at any time you want to finish or have made a mistake and selected the wrong menu option you can simply click the return to **Main Menu button**

If you are aware of a customer number then you can quickly search for customer details using the search facility.

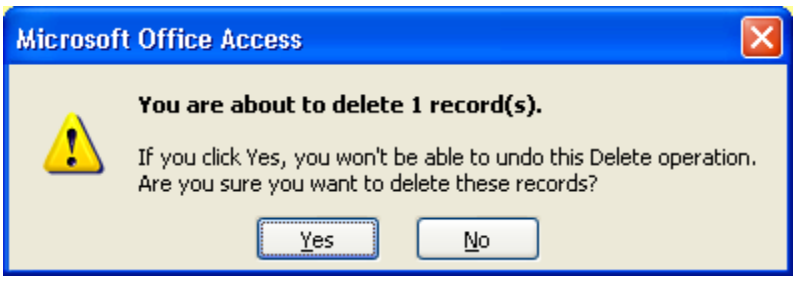


Type the Customer number into the dialogue box e.g. 8
Press ok

You will be brought to the customer search details page where you can read the record you searched for.



Delete a Customer


Microsoft Office Access
You are about to delete 1 record(s).
If you click Yes, you won't be able to undo this Delete operation.
Are you sure you want to delete these records?
Yes
No

You are required to click yes if you are willing to delete the record

Stock Main Menu

There are three options to choose from in relation to dealing with customer details.

Add Stock Item: This is an ideal method of adding new Stock details to be stored and can be used later to make an order.

Search for a Stock Item: Also it is possible to search for stock details if you require contacting them by phone or checking their address.

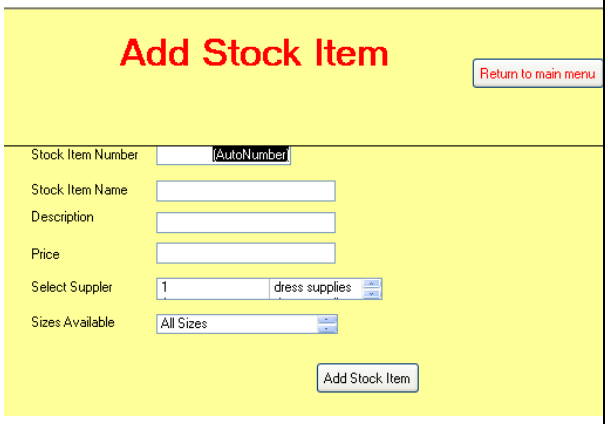
Delete a Stock Item: Likewise if a stock item is discontinued it is recommended that the details are removed from the system.

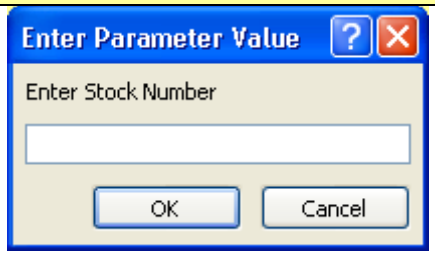
Returned Stock Order: You can choose this option when stock that has been hired, is returned.

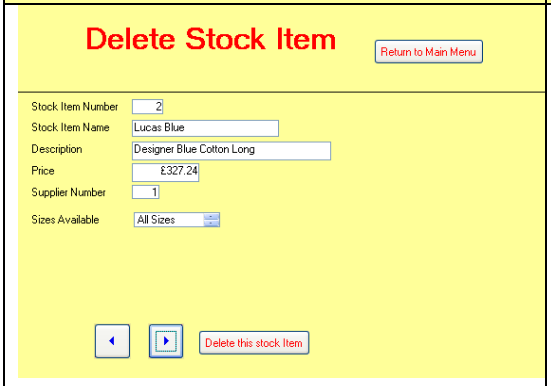
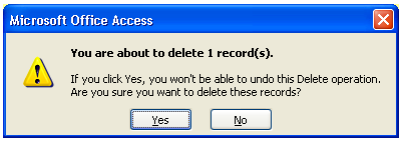
Update all stock prices by 1%: This will update all prices of stock by 1%

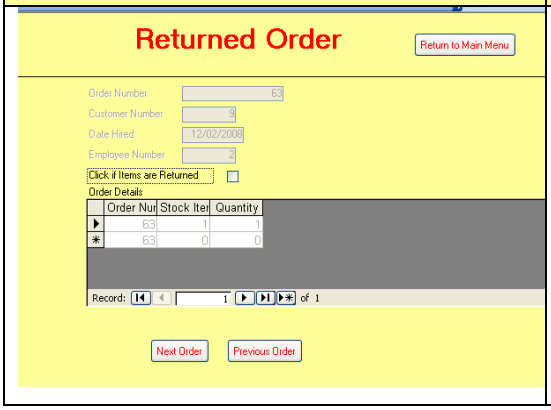
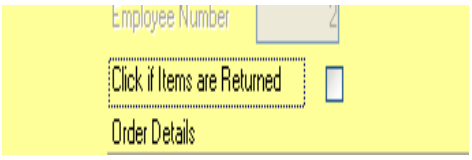
Print Letters for overdue stock: This will print all letters for posting to those customers who have not returned items ordered**.**

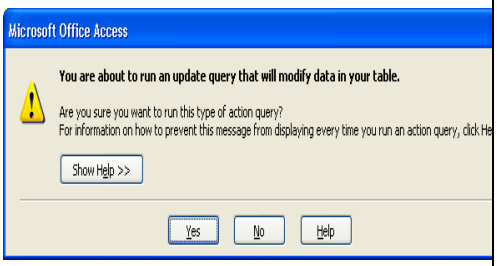
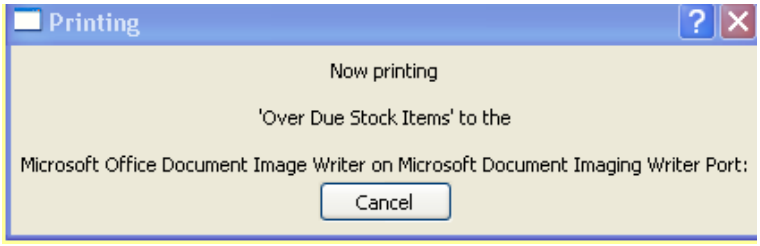
Stock Main Menu

Stock Main Menu	Fields	Details
Add a Stock Item  	Stock Item	This is generated by the computer
	Stock Item Name	You can add text to this field. Any name is acceptable up to a length of 15 characters. E.g. Brand Name
	Description	You can add text to this field. Any name is acceptable up to a length of 25 characters. E.g. description of the garment
	Price	You can only numbers to this field.
	Supplier	This must be chosen from a list
	Sizes available	This must be chosen from a list
	Add Stock Item	Click the add stock item to add details.

Search Stock	Instructions
	Type the stock number into the dialogue box e.g. 8 Press ok You will be brought to the stock search details page where you can read the record you

Delete Stock Item	Instructions
	Use the navigation keys to browse through the stock records. When you find the stock item you wish to delete click the delete button 

Returned Stock Order	Instructions
	All fields are disabled with exception to the Returned tick box. You will be able to tick this box if the order items have been returned. 

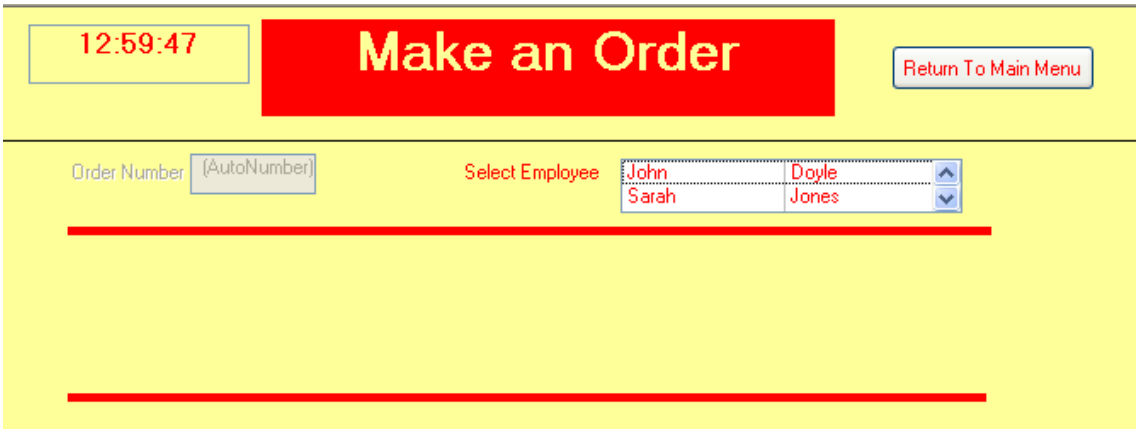
Updating the Stock by 1%	Message received	Action
	You will be asked do you want to update the Price field of all stock 	The price field of all stock will be increased by 1%
Print letter for overdue stock	**Printing Message**	**Action**
	The report will be sent to the printer for overdue stock. 	

Making an Order

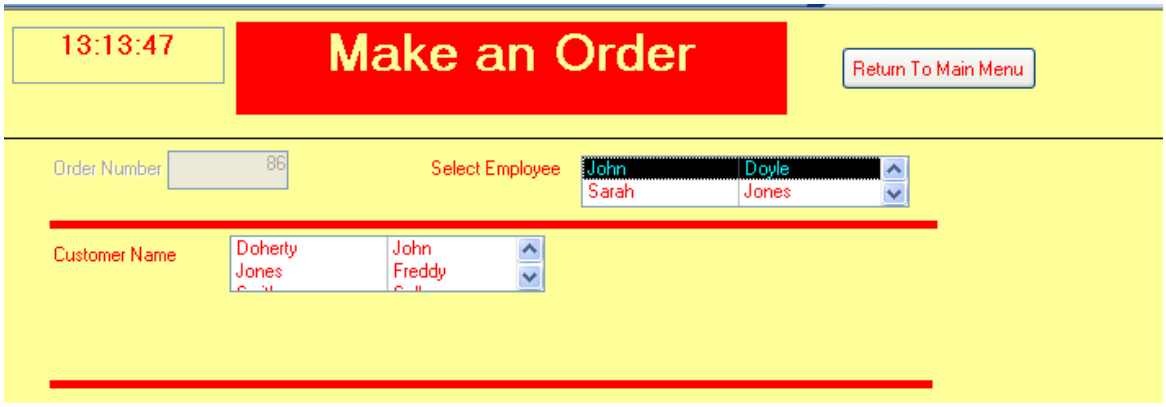
Not all data entry items are displayed.

Each item appears when you select the previous item, this ensures that you enter data into all necessary fields

Choosing the employee choice

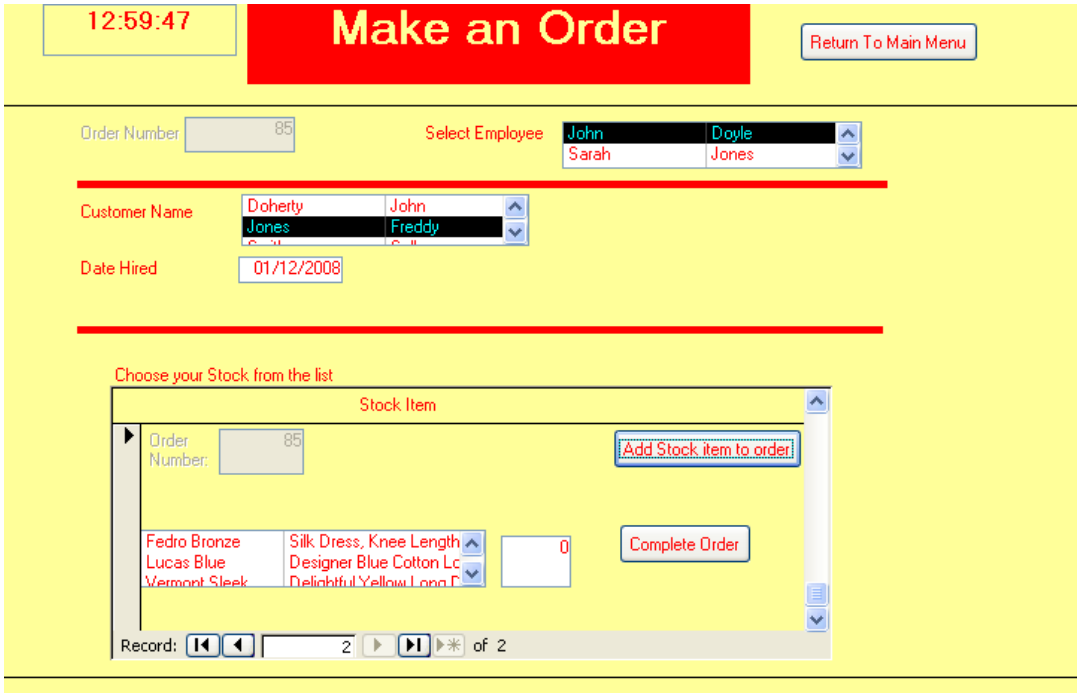


Choosing the customer choice



Entering the date hired

When all items are displayed



Field	Details
Order Number	Order Number is generated by the computer
Employee	You are required to select an employee. This is the person who makes the customer order
Customer	You are required to select a customer. If it is a new customer you will need to go to the add customer page.
Date Hired	Enter a value date into the date hired field.
Stock Item	Choose a stock item from the list
Quantity	Enter the number of stock items required
Add Stock item to order	Add the stock item to the order. You can add multiple items to an order

Browse Orders

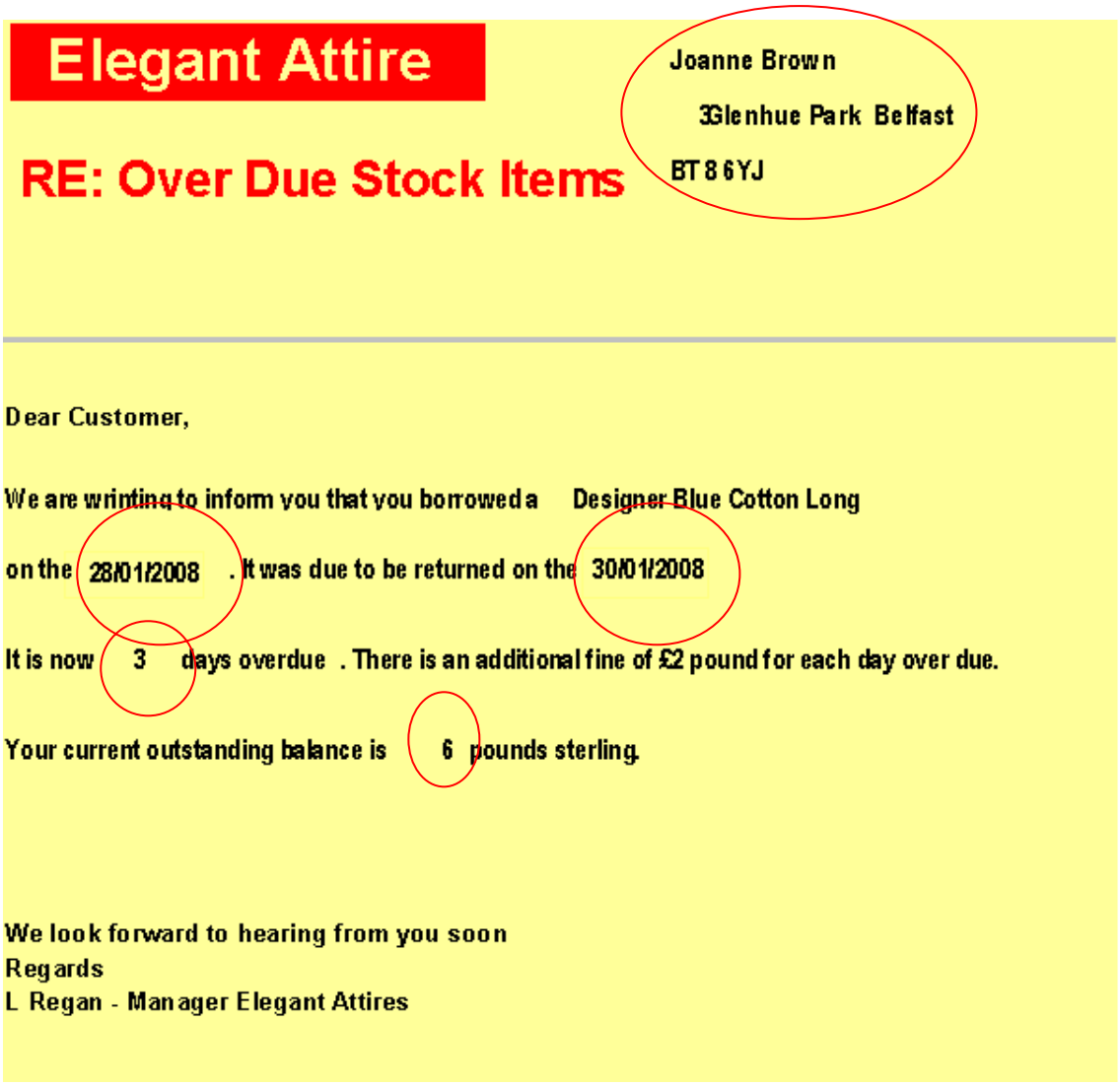
This for can be used to browse through all orders.

It is grouped by Customer Number. The Customer details are displayed and all the customer orders can be viewed.

Using the tab options you can view all the items relevant to that order.

You can use the Next Order and Previous Order to go back and fourth through the orders.

Letters for Over Due Stock



Elegant Attire

Joanne Brown
3Glenhue Park Belfast
BT8 6YJ

RE: Over Due Stock Items

Dear Customer,

We are wrinting to inform you that you borrowed a Designer Blue Cotton Long

on the 28/01/2008 . It was due to be returned on the 30/01/2008

It is now 3 days overdue . There is an additional fine of £2 pound for each day over due.

Your current outstanding balance is 6 pounds sterling.

We look forward to hearing from you soon
Regards
L Regan - Manager Elegant Attires

This option will create letters for all customers who have over due stock items in their possession.
All items circled will be updated for each customer.

It will calculate when the item should have been returned and how many days it is overdue.

The outstanding balanced is also calculated.

Customer Invoice

Order Number 63

Forename	Surname	House No	Street	Area	PostCode
Jones	Freddy	22	Cregagh Rooa	Belfast	BT 6 4DR

Stock Item Number	Description:	Quantity	Price	Net Price
1	Silk Dress, Knee Length,	1	£272.70	£272.70

Total Price	£272.70
Vat @ 17.5%	£47.72
Price plus Vat	£320.42

This option will be generate an invoice from the Orders.

There will be an invoice for each order created.

The order number will be displayed.

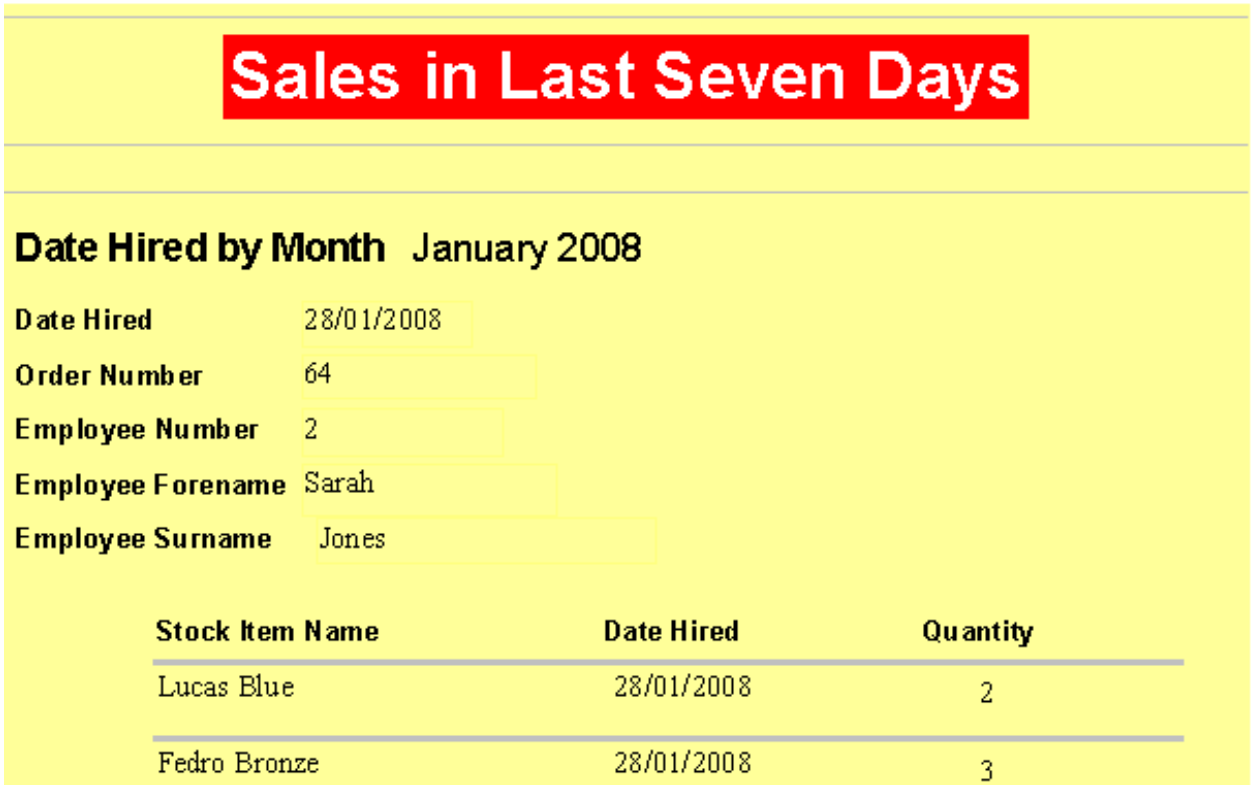
The Customer details will appear.

All stock Items created will be displayed.

The total price for all stock items for **each** order only will be totalled.

The vat will be calculated at 17.5% percent of the total price.

The Price plus vat will be the total price plus vat.

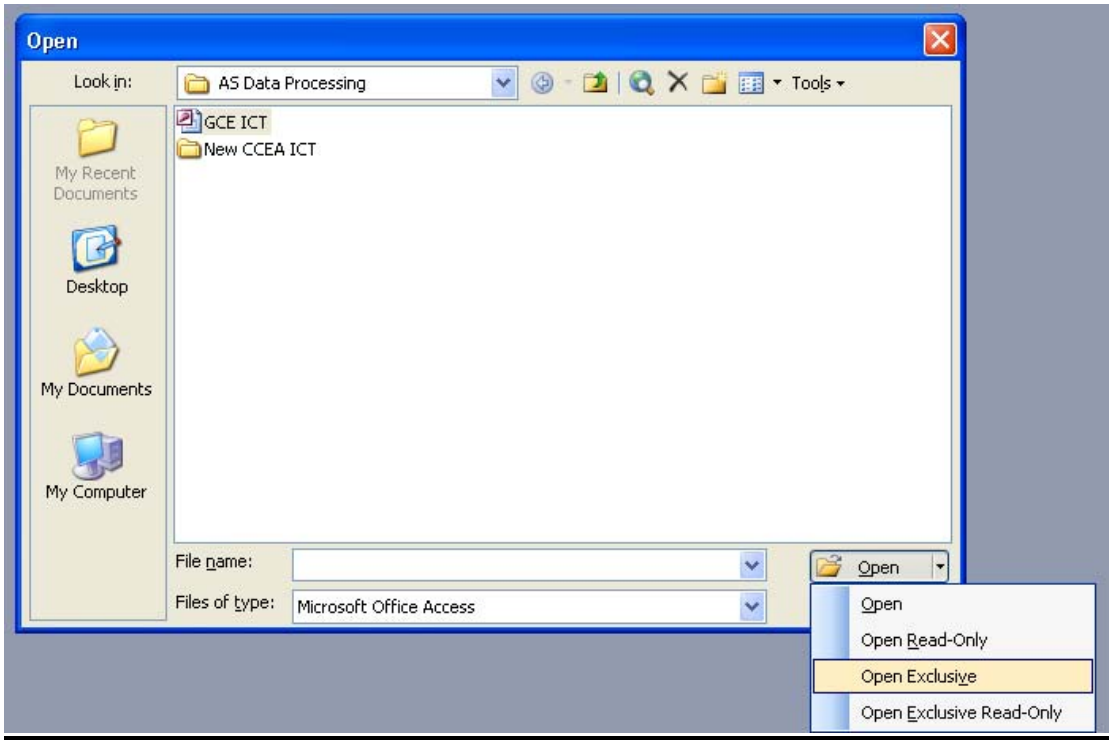


This report displays all orders that were ordered in the last seven days.

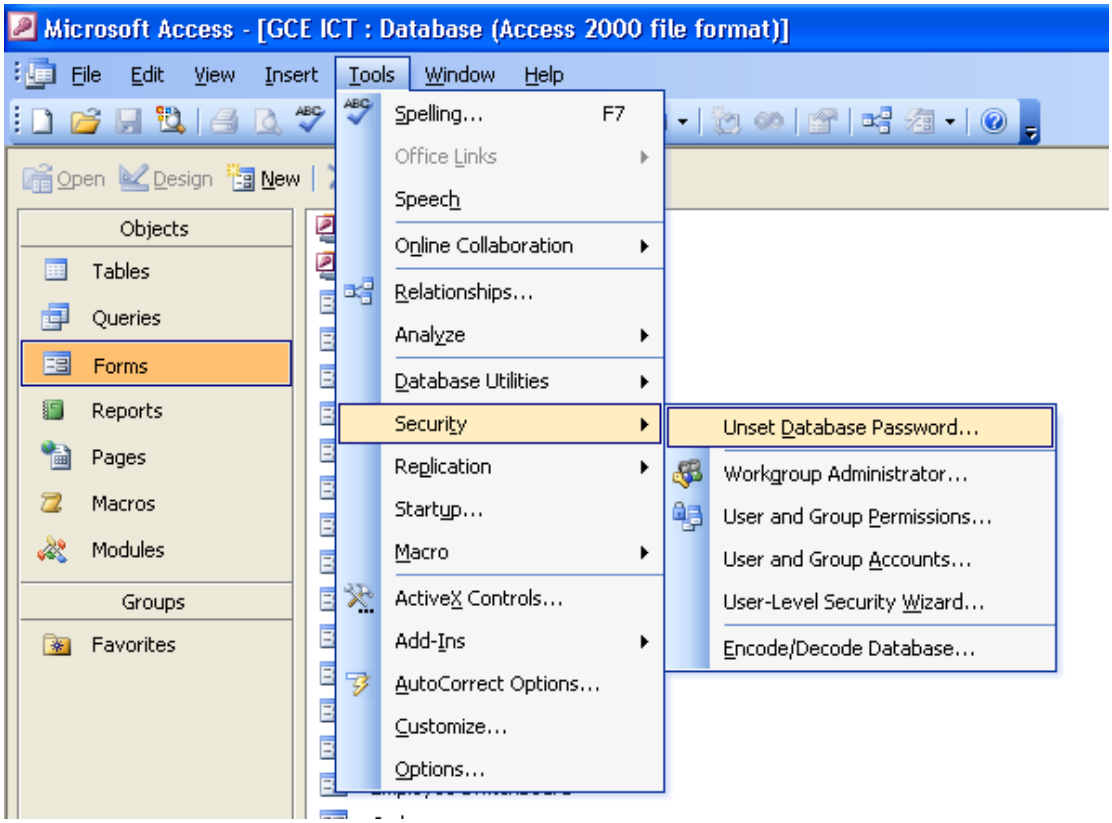
It can be used by managers to see what employees have taken orders.

The most recent stock that is order can be viewed and the quantities. It can be used for statistics.

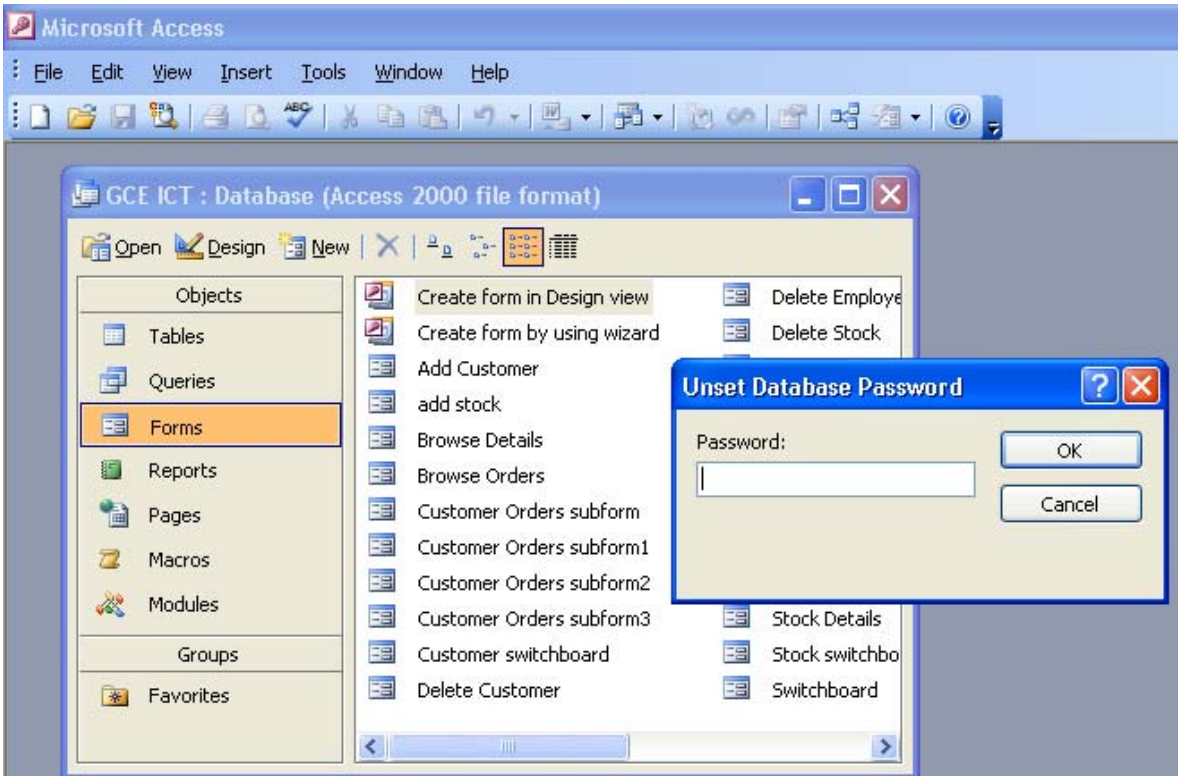
Changing the Password



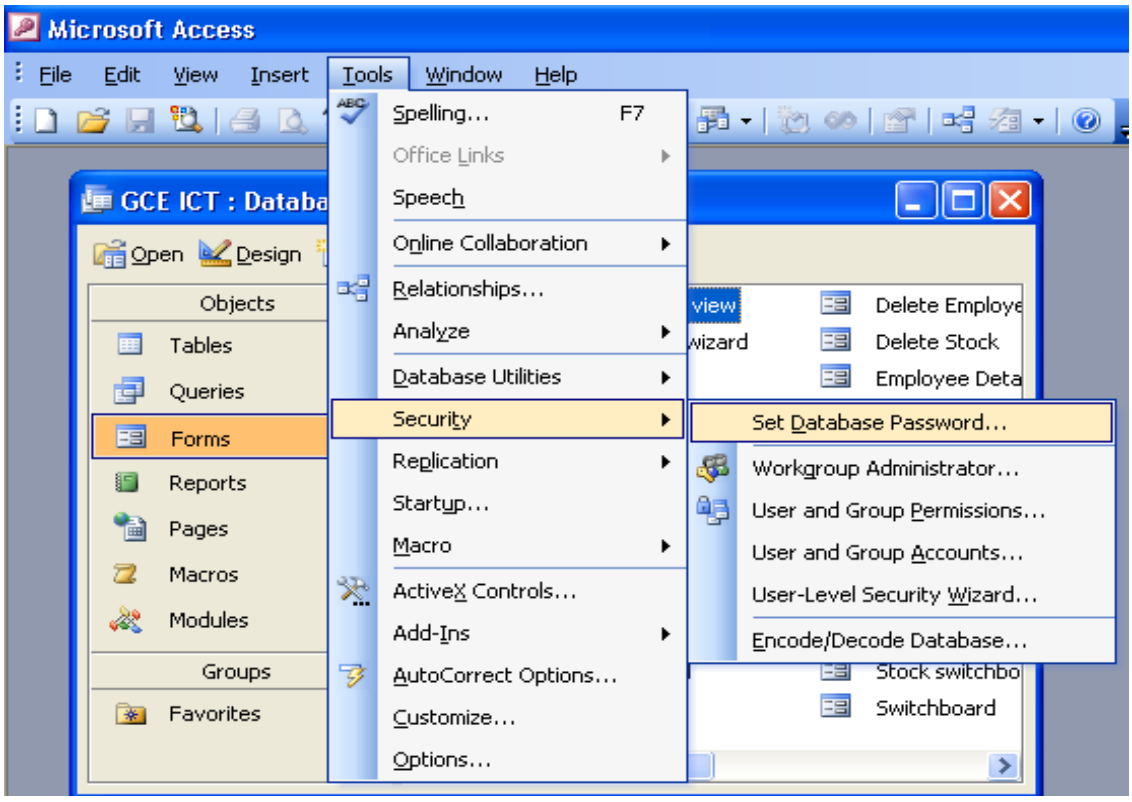
If you plan to change your password you need to open the database and change the option on opening to exclusive.



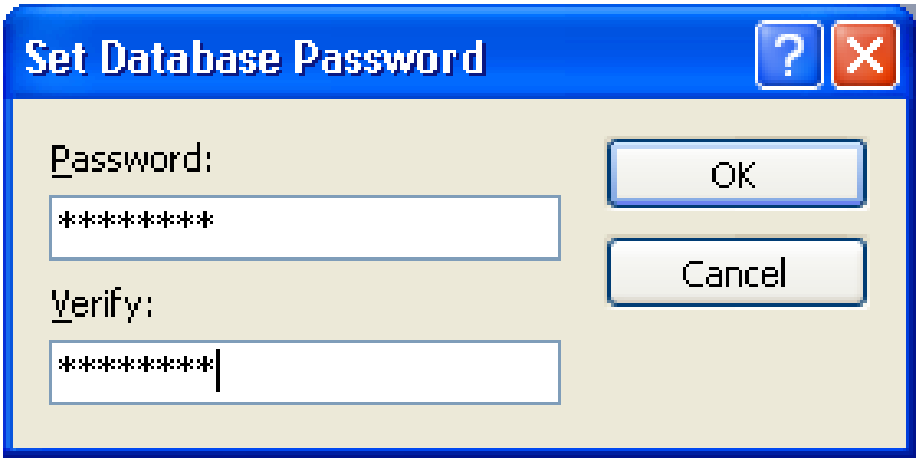
On the main menu select **Tools** then **Security** then **Unset Database Password**



You are required to verify the current password.



On the main menu select **Tools** then **Security** then **Set Database Password**



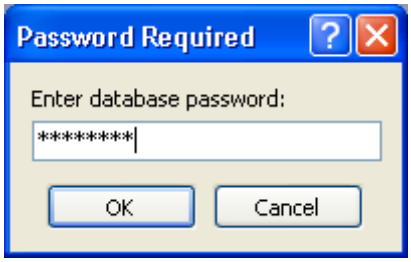
Type the new password in twice. The next time you open the database is will use this new password.

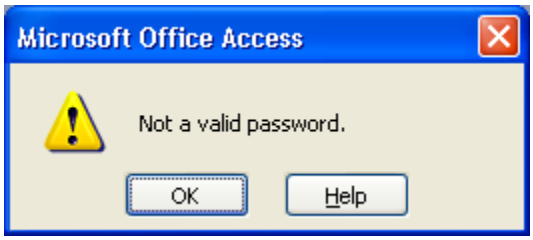
Troubleshooting

Entering the Wrong password

When loading the database initially. If you accidentally enter the wrong password you will get the following error message.

Enter the appropriate password to continue

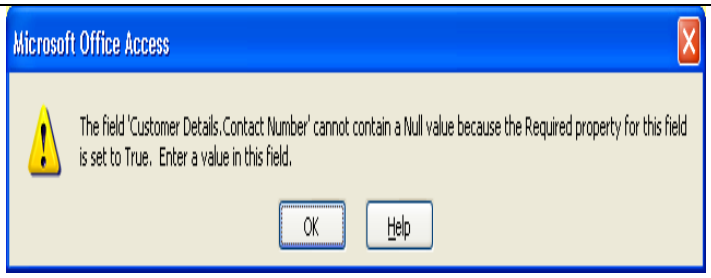


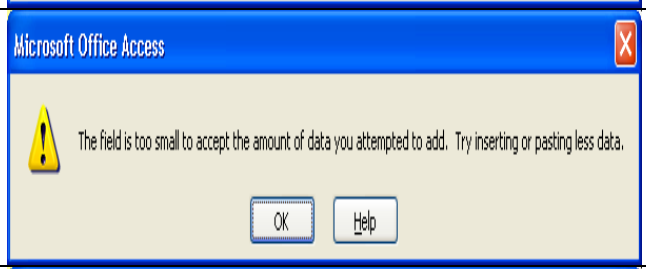
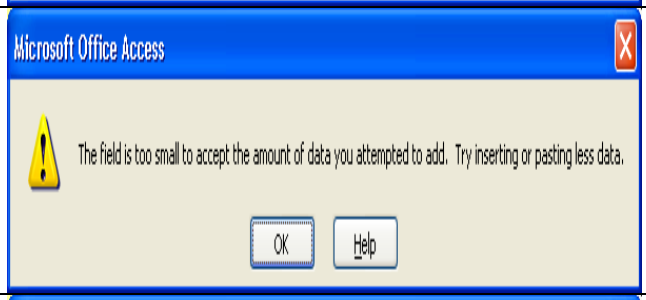
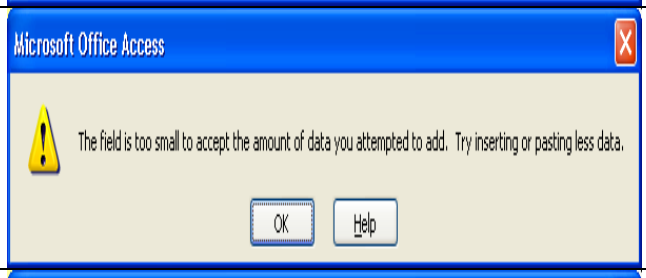


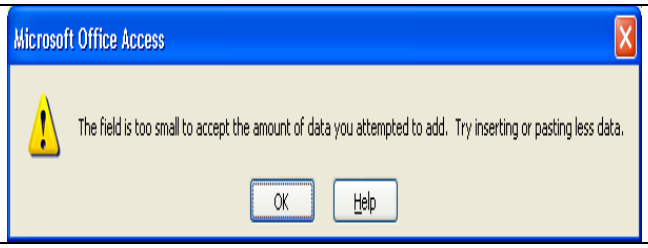
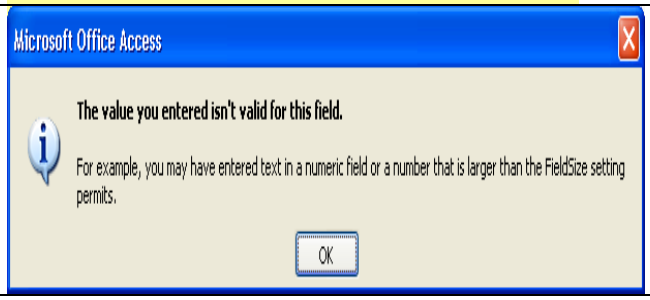
Error Message for incorrect password

Trouble Shooting on the Add a Customer Form

Field	Error Message	Data Accepted
Forename		This means that the field contains no data. You should add text to this field. Any name is acceptable up to a length of 15 characters. E.g. Mary
Surname		This means that the field contains no data. You should add text to this field. Any name is acceptable up to a length of 15 characters. E.g. Boyle
House Number		This means that the field contains no data. You should add a number to this field. Any number is acceptable up to a length of 15 characters. E.g. 12
Street		This means that the field contains no data. You should add text to this field. Any name is acceptable up to a length of 15 characters. E.g. High Street

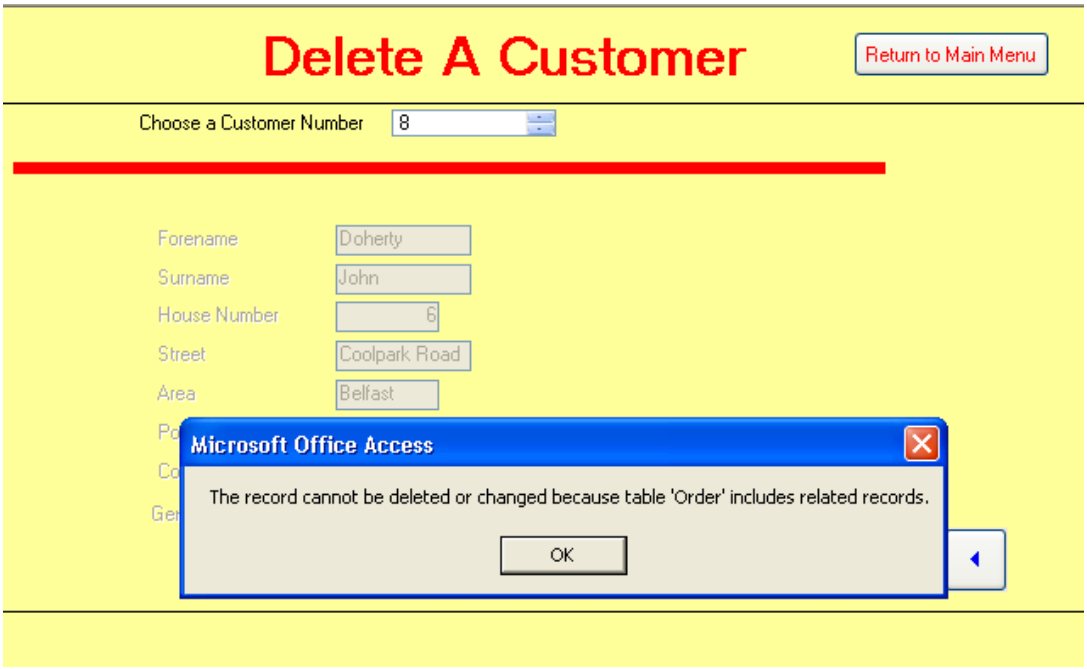
Area		This means that the field contains no data. You should add text to this field. Any name is acceptable up to a length of 15 characters. E.g. Belfast
Postcode		This means that the field contains no data. You should enter a postcode into this field. E.g. BT78 0LL
Contact Number		This means that the field contains no data. You should add a number to this field. Any number is acceptable up to a length of 8 digits. E.g. 91235478

Field	Error Message	Reason
Forename		You have typed in a Forename with 16 characters. Only 15 allowed
Surname		You have typed in a surname with 16 characters. Only allowed 15 characters.
House Number		You have typed in a house number with 6 numbers. Only allowed 5 numbers
Street		You have typed in a Street with 16 characters. Only allowed 15 characters.
Area		You have typed in a Area with 11 characters. Only allowed 10 characters
Postcode		You have typed in a Postcode with 8 characters. Only allowed

Contact Number		Type in a Contact number with 11 numbers
Gender	This should be a drop down value 	Select a Gender
Surname		You are not allowed to type anything other than digits in this field.

Error Messages when deleting records

For example when deleting a Customer, if the customer have made an order then it is necessary to delete the order first before the database will allow the deletion of the customer. In doing this it ensures that no stock is on hire to a customer that does not exist.



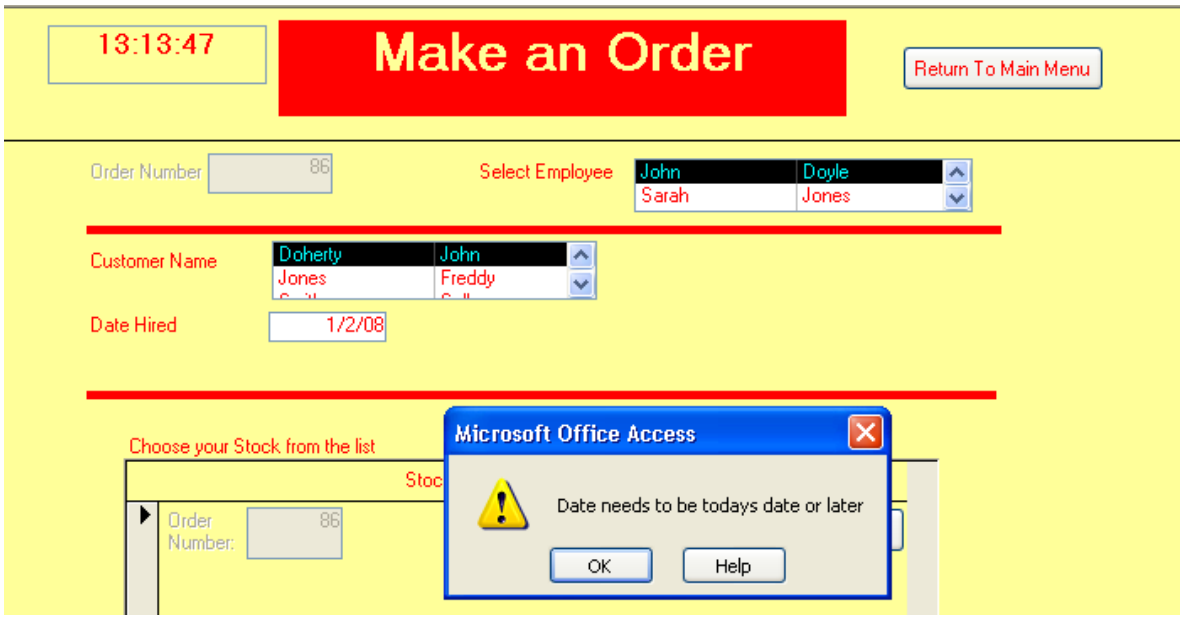
This error message is security as it lets you know this customer has placed an order. Order must be deleted first.

Error Messages on the Make an Order

There are two fields that may return error messages when making an Order. They are:

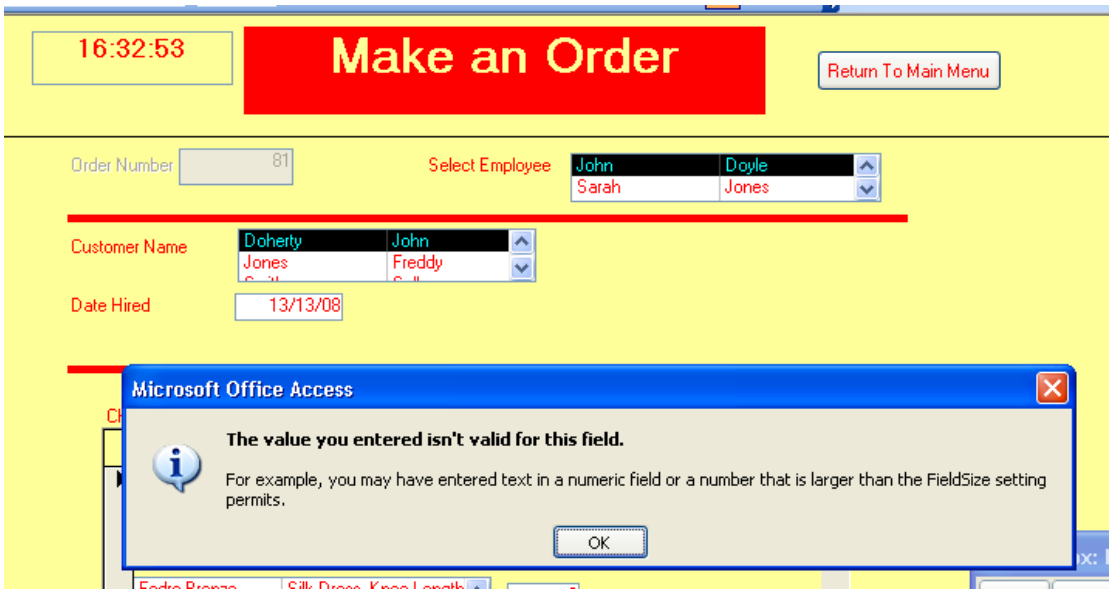
- Date Hired
- Quantity

The first is the **Date Hired** Field.



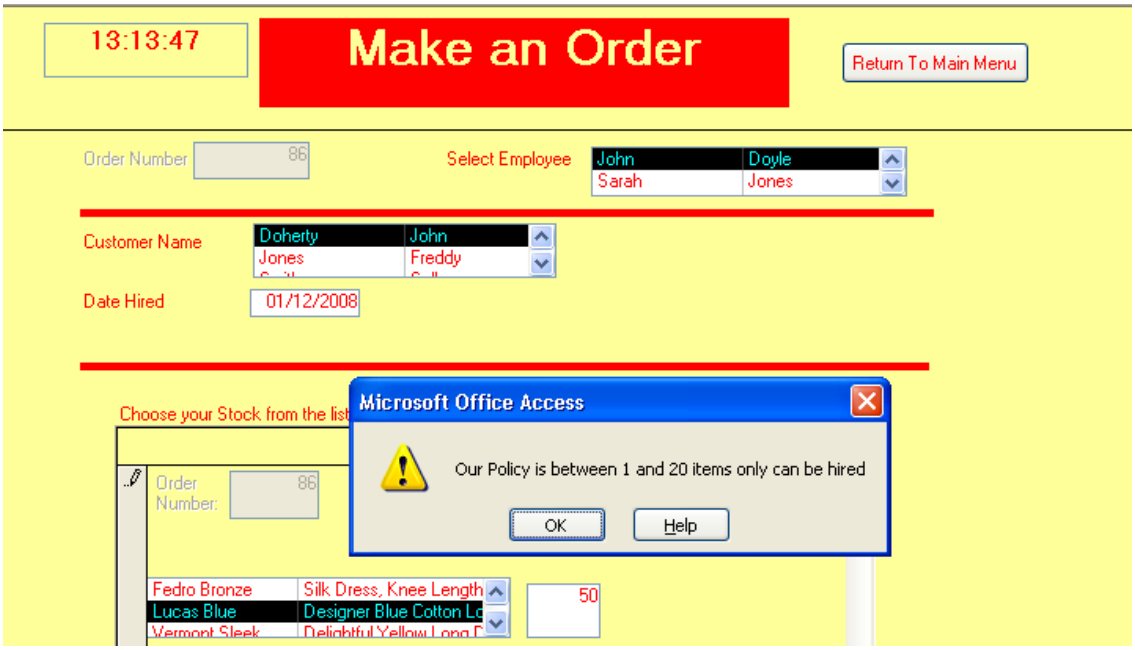
If you receive this message it means that the date is probably in the past.

Just delete and enter an appropriate date. It should be today s date or a date in the current week.



This message refers to a date that does not exist e.g. the 13th month. Remove the value and re-enter an appropriate date.

The second is the **Quantity** Field.

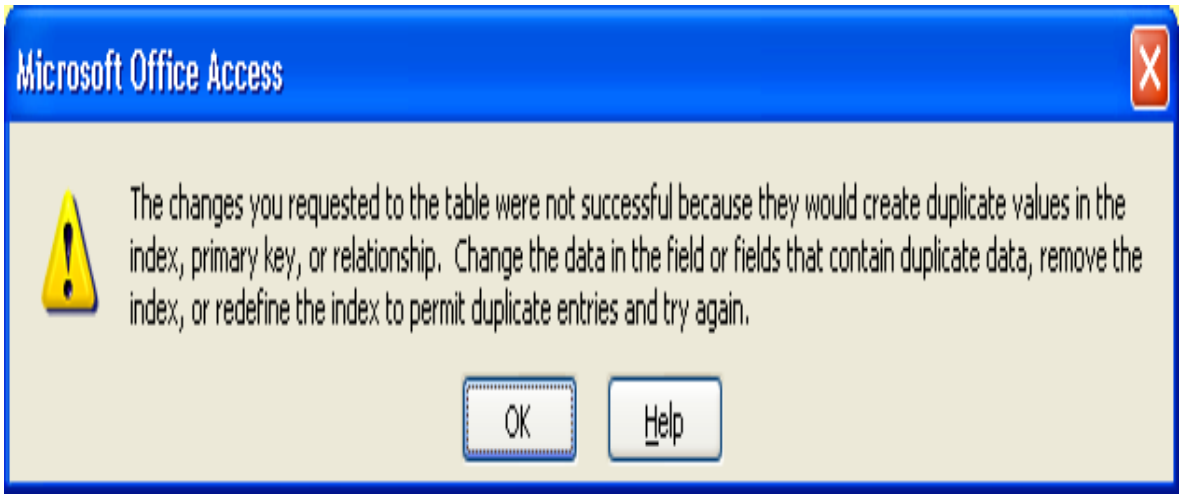


You entered a value less that 0 or greater than 20. You can delete this value and enter an appropriate quantity.

Stock Item

You are not allowed to choose the same Stock Item more than once in an order.

Just choose another Item.


Microsoft Office Access
The changes you requested to the table were not successful because they would create duplicate values in the index, primary key, or relationship. Change the data in the field or fields that contain duplicate data, remove the index, or redefine the index to permit duplicate entries and try again.
OK
Help